

10 December 1956

MEMORANDUM FOR THE RECORD:

SUBJECT: Conditions of Receipt of Memoranda of Conversation  
from the Department of State

1. Memoranda of conversation are received from the Department of State under the conditions listed below. This listing shows the current conditions, as several modifications have been made during the past two years:

- a. The memoranda are made available by IAD daily on a loan or retention basis - (more than 50% are for retention).
- b. IAD specified that under no circumstances were the memoranda to be included in the intellofax system.
- c. Dissemination within CIA would be done on a competent officer level - (IAD originally specified that it should be done on at least a Branch Chief level).
- d. Dissemination within CIA would be on a strict need-to-know basis to senior officials. To comply with this the "Division Chief Level" stamp was used.
- e. Under no circumstances could memoranda of conversation be used in any form outside CIA without prior clearance from State - (reason for "Background Only" stamp).
- f. Prior clearance from IAD is necessary before a memorandum of conversation can be used as the basis for a requirement.
- g. As a condition of receipt we originally agreed to give IAD the internal distribution made of the memoranda of conversation. This was later modified to give only the distribution that was made outside of OCI and ONE. Later modifications resulted in an agreement with IAD whereby we would keep a log of the dissemination made within CIA to show the distribution made of any given memorandum.
- h. As a further condition of receipt we have agreed to reproduce one or two copies of selected memorandum for IAD - (presently less than 20%). We had originally agreed to reproduce one copy of all memoranda for IAD. We discontinued this because it overloaded our reproduction facilities.

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2. To comply with the present agreements the Agency has with IAD, the following procedures within CIA are necessary:

- a. Memoranda must be hand-carried from IAD to Agency and back.
- b. Maintaining adequate record of the memoranda received and the distribution made within CIA.
- c. Reproduction of sufficient copies of the memoranda to meet the CIA and State need for copies.
- d. Return reproduced and loan copies within three days. This is becoming an increasingly important condition of continuing receipt.
- e. Expedite distribution of copies of memoranda within the Agency - (consumer requirement).
- f. Stamp the warning caveats on all copies of the memoranda that are distributed within CIA.

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